17 NOV 1977

MEMORANDUM FOR: Deputy Director for Applications/ODP

FROM: Deputy Executive Secretary

SUBJECT: Request for Feasibility Study on Automating
                 The Executive Secretariat Suspense System

        1. We request that ODP initiate a feasibility study on
automating the Executive Secretariat suspense system. The
suspense system currently consists primarily of a manual file
of 150-200 actions a month assigned to various offices in order
of the designated due date. If an action has not been completed
as the due date approaches, the action office is contacted and
asked to provide a status report.

        2. We would appreciate being advised of the time that
will be required of our staff in conducting the feasibility study.
We realize the study will address the time requirements for
maintaining such a system but would appreciate your "guestimating"
that time for us based on the following.

        3. Desired fields of information for each action item
include: Executive Registry number; classification; date; to;
from; subject (more than one possible for each document); action
office (several possible for each document); dissemination;
abstract (retrievable by keyword); suspense date; status; completion
date; and comments.

        4. We would like the system to be able to provide us listings
of items due on certain days, overdue items by action office, items
due before the Director's meetings with high-level officials,
status reports on outstanding items, and completed items. In brief,
we would like to be able to retrieve on any of the above-mentioned
fields and others we may add, and print listings in a variety of
formats.

        5. We have a Vyadec word processing unit on order and under-
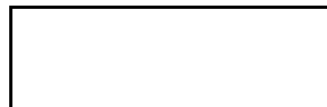stand it can be used with a computer.

6. On-line input and edit capability would be required.
The system should be available for input, edit, and/or retrieval
activity from 0830 to 1700 Monday through Friday and from 0900
to 1200 on Saturdays.

7. The system should be secure against deliberate or
inadvertent data access and alteration. Only authorized
Executive Secretariat personnel should be able to access
information.

8. Please have someone call me on Extension [   ] to   STAT
arrange a discussion on the above with Ben Evans, the Executive
Secretary.

[   ]   STAT

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